

## MINUTES OF GEOGRAPHIC AREA STAFF MEETING, 22 November 1954

25X1A9a PRESENT: [REDACTED]

25X1A9a 1. [REDACTED] handed out copies of the "Instructions for the Preparation of Fitness Reports," enough for each branch chief and division chief. [REDACTED] questioned the requirement that the Reports be prepared by someone at the branch chief level. 25X1A9a  
It was decided that the interpretation of this be flexible. [REDACTED] 25X1A9a  
commented that the Fitness Reports are only a small part of the responsibility of supervisors. Supervisors must be rated on how well they take advantage of the day-by-day opportunities to develop the personnel of their unit.

25X1A9a 2. [REDACTED] handed out financial statements for each  
25X1A9a division to the division chiefs and announced that Col. Miller and [REDACTED] are expected to start today their survey of ORR. They will be briefed from 1:00-2:30 today by OAD/RR and the area chiefs. At 2:30 [REDACTED] of the Coordination Area will take over. After the Coordination Area they move to the Economic Area and will reach the Geographic Area on Wednesday. The tentative schedule anticipates a briefing from 1:00-1:30 Wednesday in [REDACTED]'s office by the staff meeting group. The tentative division schedule will be Wednesday from 1:45-2:45 with D/GG and from 2:45-4:00 with D/GC. On Friday they should be with D/GP from 9:00-10:00 and with D/GL from 10:30-12:00. 25X1A9a

25X1A9a 3. [REDACTED] commented that next week he expects to start initial arrangements for [REDACTED]'s trip to S.E. Asia. 25X1A9a

25X1A9a 4. [REDACTED] reported that the field course part of the E & E training was very successful. [REDACTED] will recommend for any future presentations of this E & E course that the lectures be cut to one day ~~that~~ and that an additional half day be provided in the field. 25X1A9a

25X1A9a 5. [REDACTED] reported that he will attend the second E & E symposium at Reno, Nevada, which will last four days. He will leave next Monday and be back Sunday, 5 December. 25X1A9a

25X1A9a 6. [REDACTED] commented that he had been asked by [REDACTED] SA/RR, to evaluate the usefulness to D/GP [REDACTED] 25X1X7  
[REDACTED]. The other division chiefs said that they had also been asked to do this for their divisions. 25X1X7

25X1A9a 7. [REDACTED] reported that a group of intelligence specialists on ground photography wants to visit the Agency. [REDACTED] is handling the arrangements. 25X1A9a

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NO CHANGE IN CLASS  
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8. [REDACTED] advised that he has schedules on two international P.I. courses. One is the Tenth International Course in Photogrammetry, March 1-31, 1955, at the Swiss Federal Institute of Technology, Zurich, Switzerland. The other is scheduled for the International Air Studies Centre at Delft, which offers courses in various aspects of photo interpretation.

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9. [REDACTED] reported that [REDACTED] is still working with D/GP on the statement of the mission and functions for the division.

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10. [REDACTED] commented on the problem of late distribution of notices through ORR channels. [REDACTED] suggested that

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[REDACTED] should try to work out an answer to this problem.

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25X1A9a \* 11. Mr. [REDACTED] reported no news regarding Mr. [REDACTED], except that the Agency is willing to pay his way to Tokyo. There is still an unsolved problem of how to arrange the trip to Tokyo, whether on annual leave or TDY.

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OCh/G/RR:HGR:jmd

Distribution:

- 1 - D/GG
- 1 - D/GP
- 1 - D/GC
- 1 - D/GL

